N.B. This RFTOP is being issued as a sole source to CCC because it is to continue and complete on-going projects until a competitive process can be conducted. AMR

PART I B REQUEST FOR TASK ORDER (TO) PROPOSALS

RFTOP #92   TITLE: WRITING & LOGISTICAL SUPPORT FOR BRIDGES TO THE FUTURE-NIGMS

A. POINT OF CONTACT NAME: Anthony Revenis

Phone: 301- 402-3073   Fax: 301-435-6101

Proposal Address: Billing Address:
6011 Executive Blvd. Rm 529S   Accounts Payable, OFM, NIH
Rockville, MD 20892-7663   Bldg 31, Room B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: One year, beginning September 1, 2002

C. PRICING METHOD: CPFF

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: 7 days from receipt of RFTOP.

F. TASK DESCRIPTION:

WRITING AND LOGISTICAL SUPPORT FOR THE BRIDGES TO THE FUTURE MEETING, NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES, NATIONAL INSTITUTES OF HEALTH

Background
The Bridges to the Future Program was established in 1992 to facilitate specific transitions in the career paths of underrepresented minority scientists. The mission of the Bridges to the Future Program is to make available to the biomedical science research enterprise and to the Nation the intellectual talents of an increasing number of underrepresented minority group members. It does so by facilitating the transition of students from associate to baccalaureate degree-granting institutions and from master=s to doctoral degree-granting institutions. The program promotes effective inter-institutional partnerships that lead to improvement in the quality and quantity of underrepresented minority students being trained as the next generation of scientists. Specifically, the goals of the Bridges to the Future Program are:

$ Increase the number of underrepresented minority biomedical scientists.

$ Improve the ability of educational institutions to train and graduate underrepresented minority students in the biomedical sciences.

$ Develop partnerships that support and facilitate underrepresented minority student transfers at key points in the educational pipeline.

Statement of Work

The purpose of this task is to provide logistics services for the Bridges Program Meeting for the National Institute of General Medical Sciences (NIGMS), which is to be held in conjunction with the Division of Minority Opportunities in Research (MORE), NIGMS, Program Directors (PD) conference at Granlibakken Conference Center at Lake Tahoe, California from June 14-18, 2003. The following is a description of the tasks the contractor will perform in support of this conference.

1. **Attend orientation meeting with the GM project officer**. The purpose of this meeting will be to discuss specific needs for the upcoming workshop, time frames, and deliverables.

2. **Revise and maintain a database.** The contractor will revise and maintain a database of Bridges program directors, coordinators, and business officers. This database will also be used to track registrations to the meeting and prepare all mailings.

3. **Select and coordinate meeting space**. The contractor will investigate available meeting space at the MORE PD conference site at Granlibakken Conference Center at Lake Tahoe, California. The contractor will present this information to NIGMS staff. If space is not available at the site, alternative meeting space will be sought close to the MORE PD site. These options will be presented to NIGMS staff. Once the site has been selected, the contractor will coordinate with the meeting facility on all room setups; develop and maintain a housing list, including a room list and special needs (dietary, disability, etc.); and work closely with the conference site to assure that all arrangements are complete and accurate.

4. **Prepare packages and meeting information**. The contractor will prepare and mail invitations including registration materials and brochure, maps and brochures of the meeting site, and housing materials.

5. **Maintain registration web site.** The contractor will revise the Web site from the Bridges 2002 meeting, and maintain the Web site, registration database, and abstract submission online system, if required, for Bridges 2003.

6. **Provide production support.** The contractor will provide support for preparation of the agenda and program book, including cover design, divider pages, and abstracts.

7. **Prepare meeting materials.** The contractor will prepare meeting packets and name tags for all participants.

8. **Provide audiovisual support.** The contractor will determine the AV needs of speakers and facilitate onsite audiovisual support.

9. **Provide onsite support.** The contractor will provide onsite logistical support (three staff members), including registration, distribution of materials, and audiovisual support.

G. EVALUATION FACTORS

1. RELATED EXPERIENCE: Contractor must show directly related experience with the Bridges Program of the National Institute of General Medical Sciences.

2. STAFFING: Qualifications of personnel and their ability to perform the work will be evaluated.

3. COST: While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.

TO # NICS-#92 TITLE: WRITING & LOGISTICAL SUPPORT FOR BRIDGES TO THE FUTURE-
NIGMS
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-   Fax-
Address:

TOTAL ESTIMATED COST: Pricing Method T&M
TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
                                    Signature   Date
_____

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS
FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS
REASONABLE.

Billing Reference # _____
Appropriations Data: _____

RECOMMENDED:
_____
     FAX #   Signature - Project Officer   Date

APPROVED: _____ _____
     FAX #   Signature - Contracting Officer   Date
_____

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

            Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator   Date